Mayor's Infrastructure Finance Committee: Meeting Protocol Discussion Draft

October 22, 2002

General Meeting Management and Format

■ MEETING LOCATION IN PUBLIC BUILDINGS: All Committee* and Work Group** meetings shall be held in a "public building." For purposes of this policy, this shall mean facilities owned by a public entity that are accessible to all members of the community. These may include, for example, the County-City Building, the Old Federal Building, Lincoln City Libraries, LES (Downtown and Fairfield) facilities, Parks and Recreation facilities, Lincoln Public School facilities, and similar public buildings.

■ WRITTEN AGENDAS: All meetings should follow a written agenda generally outlining the topics to be discussed by the Committee or Work Group. Whenever possible, the agenda should be made available to the Committee and Work Group members and public in advance of the meeting. The discussion during the meeting may vary from the written agenda.

■ POSTING OF PUBLIC NOTICE: A notice indicating the meeting time and location should be posted for public display in the County-City Building at least 24 hours in advance of the Committee or Work Group meeting. (Every effort will be made to also establish an Internet site for this process. Meeting notices should also be placed on the Internet site within the same time frame.)

■ MEETING MANAGEMENT: All meetings are to be directed by the Committee or Work Group Chair, or a Committee or Work Group member designated by the Chair.

■ MEETING QUORUM: Official meetings of the Committee and Work Groups require that a majority of the voting members of the respective body be present at the session.

■ <u>MEETING PARTICIPATION</u>: Only members of the Committee, Work Groups, and staff (including study-sponsored consultants and resource experts) are allowed to speak during their respective meetings. Comments and questions from the audience are not permitted. Other provisions for the receiving of public comments are provided for within these rules of protocol.

■ <u>REPORTS FROM WORK GROUPS</u>:   Interim status and final reports from the individual Work Groups shall be reported to the Committee by either the Chair of the Work Group or by a member of the Committee serving on the Work Group.

■ <u>RECEIPT OF PUBLIC COMMENTS</u>: Opportunities shall be provided on a periodic basis for the public to directly address the Committee and Work Groups. At the discretion of each Committee or Work Group, this opportunity can be accomplished through either a number of "public forums" held during the process; or by allowing a "public comment time" on the agenda of every _____ (third?) meeting. Comments from the public should be limited to _____ (three?) minutes per person. It shall be the Chair's responsibility to manage the "public comment time" and ensure a fair and equitable allocation of time among all speakers.

■ <u>MATERIALS FROM MEMBERS</u> – Committee and Work Group members may request that staff make and distribute copies of materials they believe would add value to this community dialogue. Members should show discretion in making such requests and should exhibit prudence in the number and volume of such requests. The Tri-Chairs shall make the final decision regarding the copying and distribution of such materials.

■ <u>MATERIALS FROM THE PUBLIC</u> – Members of the public may submit materials for consideration by the Committee and Work Groups. The member of the public making the request shall provide a sufficient number copies for distribution to the Committee or Work Group. Staff shall make every reasonable effort to have the materials distributed in timely fashion to the Committee or Work Group.

Committee and Work Group Voting

■ CONSENSUS STANDARD – Each Committee and Work Group should strive to reach an overall consensus regarding the work they are charged with completing. This consensus should reflect the broad interests of the community and attempt to capture the values embodied in the participants of this process. Similarly, each body should strive to formulate recommendations and findings that are realistic, founded in sound research, and offer a reasonable time frame and opportunity for implementation.

■ GROUP DECISION MAKING: Each Committee and Work Group should determine at the beginning of this process a commonly accepted process for conducting and recording group decisions. Such decision making options that may wish to be considered include: (1) a single recorded vote at the conclusion of the process to determine the Committee or Work Group's final recommendations; (2) a recorded vote on all matters (i.e., procedural and policy related) deemed relevant during the process; (3) no formal votes, just a determination by the Chair that a consensus (or affirmative position) has been reached. Votes taken by the Committee and Work Groups shall be declared final on the basis of a simple majority of voting members present at the meeting.

Member Attendance

■ ATTENDANCE STANDARD: Regular attendance of members at each Committee or Work Group meetings is critical to the success of this process. The continuity of discussion and the common understanding of the issues involved can only occur if the members of each body regularly attend the meetings.

■ MEETING ATTENDANCE: Attendance shall be taken at each meeting. There are to be no excused absences. Any member who has incurs five or more absences shall be subject to removal by the Tri-Chairs. Members dismissed from the process because of lack of attendance shall not be replaced.

* Mayor's Infrastructure Finance Committee
** One of the three Work Groups: Cost Savings, Finance, and Legislation.